September 30, 2025

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the Consulting Services for the Partnering and Networking: In-house Training on Building Strategic Networks and Partnerships with a total approved budget for the contract (ABC) in the amount of Fifty Thousand Pesos (P 50,000.00).**

Outputs and Deliverables:

- **Please see attached Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before October 06, 2025 (Monday), 10:00 AM.** Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.
Secretariat, Bids and Awards Committee
Philippine Council for Health Research and Development
PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchrd.dost.gov.ph
Tel. No.: 8463-3058

(sgd.)
MARIA VIOLETA G. INTIA
Chair, BAC

TERMS OF REFERENCE

Consulting Services for Partnering and Networking: In-house training on Building Strategic Networks and Partnerships

I. Background/Rationale

The **Philippine Council for Health Research and Development (PCHRD)** is one of the three sectoral councils of the Department of Science and Technology (DOST). It is a forward-looking, partnership-based national body responsible for coordinating and monitoring research activities in the country.

PCHRD is mandated to perform the following functions:

- Formulate agenda, plans, policies, and strategies for health Research;
- Mobilize Resources to support health research;
- Develop and strengthen capacity for health research;
- Program and allocate government and external funds for R&D, and
- Monitor and Evaluate Health research activities.

PCHRD is also the focal point for health research and development (R&D) in the country, whose functions, among others, include providing leadership and direction in health and related R&D activities, developing human and infrastructure resources of the health research network, and implementing research utilization programs to ensure research outputs are properly disseminated among and utilized by their intended users. The Council recognizes the importance of developing competencies that enable its workforce to effectively engage with local and international partners. **Partnering and networking are core competencies essential to the council's operations. Collaborating effectively with both local and international stakeholders plays a vital role in advancing the council's goals and objectives, particularly in alignment with the national health agenda and international development goals.**

The **Training on Partnering and Networking** is designed to enhance the ability of the Council to build, sustain, and maximize partnerships and networks aligned with the national health agenda and international development goals.

II. Learning Objectives

This face-to-face training course aims to provide the DOST-PCHRD participants with the skills and knowledge on Partnering and Networking. Through this face-to-face training, participants will be able to:

- Understand the importance of Partnering and Networking in achieving the Council's goals

- Build and develops existing local partnership and network
- Initiates dialogue regarding common concerns and opinions of partners' representatives, and proposes potential actions
- Identifies opportunities for collaboration that build productive and supportive relationships with existing partners/network, while also establishing new connections.

Through this training, it is envisioned that PCHRD staff will be able to explain the importance of partnering and networking in relation to the Council's goals and demonstrate their ability to engage and collaborate with internal and external stakeholders. They are also expected to strengthen their commitment to building and sustaining partnerships, as well as share strategies for maintaining partnerships and networks in support of the Council's objectives.

III. Expected Outputs / Deliverables

1. Conduct the Program course in **face-to-face mode** and in accordance with the implementation schedules and modules/sessions agreed upon;

2. Design and conduct the program with a detailed training activity plan for the**: In-house training on Building Strategic Networks and Partnerships** based on the following topics *(with engaging lectures, activities, and exercises, subject to further modification, as needed, based on the discussions of the needs of DOST-PCHRD)*:

    A. Understanding Partnering and Networking
    B. Foundations and Principles of Strategic and Effective Collaboration
    C. Engaging Internal and External Stakeholders
    D. Forging and Sustaining Partnerships
    E. Action Planning

3. Source, select, and manage the subject matter experts who shall serve as the facilitators for the face-to-face program;
4. Provide technical staff to establish and maintain a learning environment and provide support to the facilitator and participants during the conduct of the program;
5. Provide detailed training design and activity plan before the actual implementation of the program;
6. Provide each registered participant with the appropriate learning materials needed for the conduct of the program;
7. Submit a terminal report with documentation of the highlights of the proceedings of the program/course, results of Pre-tests and post-tests, and post-evaluation of its conduct.

IV. Scope of work

Training Provider shall:

1. Design the program with a **detailed training activity plan** for the conduct of the **In-house training on Building Strategic Networks and Partnerships,** submitted to DOST-PCHRD at least one (1) week before the conduct for review;

2. Identify, analyze, and validate the learning and development needs of the **DOST–PCHRD** in relation to the specific program to be conducted under this Agreement;

3. Propose a customized design that will specifically address the **DOST–PCHRD's** learning and development needs in the form of a Program Brief consisting of (1) Performance Objectives, (2) Enabling Objectives, (3) Target Participants, and (4) Course Content. As may be required, **the provider** shall provide a copy of the detailed Design Matrix. The Design Matrix shall consist of Module Objectives, Module Title, Module Outputs, Module Topics, Learning Methodologies, and Resource Requirements;

4. Conduct the training workshop with engaging lectures, activities, and exercises based on the abovementioned topics.

5. Accommodate up to a **maximum of 40 Participants** from the DOST-PCHRD provided that the list and profile of said participants are submitted three (3) working days before the conduct of the program/course;

6. Conduct pre-test, post-test, and post-training evaluation;

7. Perform and complete the scope, expected output/deliverables, and services contemplated under the terms of reference and contract with the highest standards of professionalism ethical competence, and integrity;

8. Protect confidential information disclosed during the discussions; and

9. Provide all certificates of completion within 10 working days after the completion of the training as a requirement for the release of the payment.

V. Desired Qualifications of Service Provider

Prospective Consultants should possess the following:

1. Has educational background or area of specialization in the training conducted;
2. Expertise in the relevant field;
3. Excellent facilitation, program/activity management, and communication skills;

4. Not involved in critical incidents that might otherwise tarnish or put to question his/her credibility, character, ethical behavior, or intellectual integrity as a learning service provider.
5. Experienced in consultancy work for training/workshops;
6. Tactful and respectful to participants; and
7. Has substantial and reputable existing clients (provide proof of a certificate of satisfactory customer/client rating)

VI. Duration of the Training

The Provider must conduct the training in **October 2025** for **two (3) days,** from **8:00 AM to 5:00 PM**, with a total duration of **24 training hours.**

VII. Cost of the Training

The total amount of **Fifty Thousand Pesos Only (Php 50,000.00)** will cover the program/course design and delivery including the provision of learning materials, certificate of completion, honoraria of Subject Matter Expert / Co-facilitator, submission of a Terminal Report, and payment of other administrative fees and requirements for the face-to-face conduct.

Prepared by:

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